

## THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

POSITION NO: 158549

**CLOSING DATE:** 07/15/2021 by 5pm

DEPARTMENT NAME / WORKSITE: Department of Information Technology, Window Rock, AZ

WORK HOURS: 8 AM - 5 PM      PART TIME: ☐ NO. OF HRS./WK.:      \$ 38,941.20      PER ANNUM

SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION:	\$ 18.65	PER HOUR
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NON-SENSITIVE ☐ TEMPORARY: ☐ DURATION: \_\_\_\_\_

Perform a variety of complex duties in support of microcomputer systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; confers with and assists end user and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; installs and maintains servers on local area networks; performs network device configurations, address definitions; installs and monitors performance of servers on local area networks; coordinates systems and LAN changes with users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local area networks. Provides technical assistance to other information systems staff; installs, tests and configures hardware and software applications and programs; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; coordinates major equipment repairs; conducts user training on systems and software; trains users on microcomputer operation and functionality; prepares reports as required; attends and participates in meetings; stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues; writes technical documentation and user manuals; participates in systems recovery and emergency assistance; may supervise lower level technicians or other assigned workers.

**Minimum Qualifications:**

- An Associate's degree in Computer Science or related field; and four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Posses a valid state driver's license; within 90 day of employment must obtain a Navajo Nation Vehicle Operator's permit.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Work requires climbing, lifting, carrying and moving computer equipment and peripherals weighing up to 50 pounds with potential exposure to dirt, heat and humidity when installing computer cabling in ceilings or crawl spaces. Knowledgeable and highly skilled in Microsoft System Center Configuration Management, Desktop Operating Systems Windows 8.1 and above, Windows Server Operating System 2012 and above, CIS benchmark implementation, EDR solution, endpoint devices, Windows domain environment, cryptography, backup and recovery management, computer skills touching all aspects of IT, new trends and innovations in information technology, problem solving, multi-tasking, communication, training, presentation and documentation.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**